



DIRECTOR OF FINANCE - SMYTH COUNTY

Smyth County is seeking a highly-motivated qualified individual to fill the role of Director of Finance.

Under the direction of the County Administrator, the Director of Finance is responsible for establishing, maintaining and enforcing the fiscal policies of the County. The Director serves as chief accounting advisor to the Administrator and the Board of Supervisors and provides timely and accurate services in the area of financial accounting, financial reporting, grants management, budgeting and auditing.

The Director manages the overall County accounting system and maintains complete financial records, including budgetary controls, and cost accounting records. Reviews and report financial data to the County Administrator and the Board of Supervisors. Monitors financial status and provides findings to County officials. Maintains bonds, loan agreements and debt service records. Monitors all general ledger activity and ensures that monthly revenues and expenditure records are accurate. Makes necessary financial adjustments to budgets and reports. Coordinates and prepares annual County budget. Forecasts revenues from federal, state, and local sources. Makes necessary revisions to budget requests to reconcile expenditures to fluctuations in revenue streams and program needs. Presents and explains budgetary request or other financial documents to committees, governing bodies, and County Administrator. Advises heads of agency divisions and departments of county government on financial matters, such as the preparation of budgets, fund management, and methods of accounting and reporting finances. Ensures the County's financial and accounting data and systems are in compliance with Generally Accepted Accounting Practices and meet requirements of the State Auditor of Public Accounts and the State Uniform Financial Reporting procedures, Internal Revenue Service regulations, etc. Reviews and approve purchase orders for the agency divisions and departments. Manages the issuance, bidding, and awarding of contracts through request for proposals. Work with County Administrator and heads of agency divisions and departments on problems relating to overall management of accounting, financial programs, fiscal matters, and other special projects. Oversight of payroll functions and required reporting. Perform other duties as required.

Qualifications: Education equivalent to a Bachelor's Degree from an accredited college with a degree in finance, accounting, business administration, public administration, or related field. Master's Degree and/or CPA preferred. Extensive (5+ years) public or private sector financial experience in accounting, auditing, budget oversight, or business management experience, of which three (3) years must have been in a responsible supervisory or administrative capacity. Base knowledge of governmental accounting through direct operations and/or relevant work history. Thorough knowledge of accounting and financial methods, procedures, and techniques; as well as grant management, and fund management. Working knowledge of generally accepted accounting practices (GAAP), pertinent laws, regulations, and ordinances. Knowledge of the principals of public purchasing and an understanding of the Virginia Procurement Act. Knowledge of AS400 system a plus. Professionalism, courtesy, and ability to get along well with others. Ability to communicate well orally and in written form. Ability to work well with the public.

Salary: DOQ. Full County Benefits. **Deadline to apply: July 10, 2021.** Applications are available on line at www.smythcounty.org under the Human Resources link, and at the Smyth County Administrator's Office. Please submit completed application with resume to: Smyth County Administrator's Office, Attention Human Resources, 121 Bagley Circle, Suite 100, Marion, VA 24354.